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This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklist implement AFPD 90-2, Inspector General-The Inspection System. It applies to wing level Logistics Readiness Squadrons and Regional Supply Squadron operations. This directory supports guidance in AF Policy Directives, AF Manuals, AF Instructions, and PACAF Instructions. This directory does not apply to Air National Guard (ANG) or US Air Force Reserve Command (AFRC) units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with their annual Unit Self-Assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. Higher headquarters may use this directory in whole or in part during visits or exercises.

The attached mission performance checklist represents key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing logistics readiness squadrons and regional supply squadron operations. Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign **(#)**. The HQ PACAF Inspector General will grade these items during Unit Compliance Inspection (UCI) visits.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Updated references. Responsibilities are identified as follows: (B) = base, (R) = RSS, (R/B) = both.

1. *Authorized release of Word (.doc) file can <u>only</u> be acquired by contacting the appropriate OPR directly.*

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Director of Logistics

Attachment 1

LOGISTICS READINESS SQUADRON MANAGEMENT AND SYSTEMS FLIGHT MISSION PERFORMANCE CHECKLIST

A1.1. MANAGEMENT AND SYSTEMS FLIGHT

A1.1.1. **CUSTOMER SERVICE (MISSION SUPPORT)** (AFMAN 23-110, Vol 2, Pt 2, Ch 17 and Vol 2, Pt 9, Ch 2)

A1.1.1.1. (B) **(#)** Is the MICAP Asset Sourcing System (MASS) used to process all transactions when the system is operational? (Ch 17, Para 17.3.1, PACAF Sup 1)

A1.1.1.2. (B) Is lateral support for WESTPAC bases attempted within WESTPAC (to include the Support Center Pacific (SCP)) prior to requisitioning from the applicable depot? (Ch 17, Para 17.8.1.3, PACAF Sup 1)

A1.1.1.3. (B/R) **(#)** Are NSNs requiring a problem item analysis provided to the Requirements Element? (Ch 17, Para 17.18.1, PACAF Sup 1)

A1.1.1.4. (B/R) **(#)** Is the MASS/SBSS Reconciliation Program processed daily and are discrepancies corrected? (Pt 9, Ch 2, Attach 2B-5)

A1.1.1.5. (B/R) **(#)** Does the MICAP Asset Report include current status and comments? (Pt 9, Ch 2, Attach B-8)

A1.2. CUSTOMER SERVICE (STOCK CONTROL) (AFMAN 23-110, Vol 2, Pt 2, Ch 9, 10, and 19)

A1.2.1. (R) **(#)** Are special requirements flag "R" requirements justified by letter and approved by the funds manager? (Ch 9, Para 9.12.5.2)

A1.2.2. (R) **(#)** Is the Priority Monitor Report Checklist used to review the Priority Monitor Report? (Ch 9, Para 9.73)

A1.2.3. (R) Has a problem item analysis program been established? (Ch 9, Para 9.76.3)

A1.2.4. (B) **(#)** Is the Local Purchase Open Item List being worked? (Ch 9, Para 9.106)

A1.2.5. (B) **(#)** Is the Military Standard Transportation and Movement Procedures (MILSTAMP) tracer reconciliation program being managed? (Ch 9, Sec 9L)

A1.2.6. (R) Is the Materiel Obligation Validation (MOV) conducted quarterly? (Ch 9, Sec 9M)

A1.2.7. (B) Is the Report of Discrepancy (ROD)/Supply Discrepancy Report (SDR) program being managed? (Ch 9, Sec 9P)

A1.2.8. (B) **(#)** Is research action taken to correct 356 rejects? (Ch 10, Para 7)

A1.2.9. (R) Are follow-ups conducted for adjusted stock levels when approval is not received within the required timeframes? (Ch 19, Para 19.3.1.6.1.3)

A1.2.10. (R) **(#)** Are Initial Spares Support List (ISSL) adjusted stock levels reviewed at intervals determined by the major command? (Ch 19, Para 19.3.2.7)

A1.2.10.1. (R)**(#)** Are adjusted stock levels validated every 2 years? (Ch 19, Para 19.39)

A1.2.11. (R/B) **(#)** Is the excess program being managed? (Ch 19, Sec 19E)

A1.3. CUSTOMER SERVICE (EQUIPMENT MANAGEMENT) (AFMAN 23-110, Vol 2, Pt 2, Ch 2 and 22)

A1.3.1. (R/B) Are WRM and mobility requirements monitored and reported IAW AFI 25-201 logistical support agreements, and forecasted equipment changes? (Ch 2, Para 2.29.5.1)

A1.3.2. (R) Does PACAF RSS correct errors identified by the AFEMS (C001) as rejects/variances in accordance with Chapter 22? (Ch 2, Para 29.5.3.2)

A1.3.3. (B/R) **(#)** Is the Equipment Out-of-Balance Listing produced quarterly and does PACAF RSS take aggressive action to ensure custodians complete required turn-in or authorization actions? (Ch 22, Para 22.24)

A1.3.4. (B) **(#)** Does the Equipment Custodian Training Program cover the minimum requirements? (Ch 22, Para 22.29)

A1.3.5. (B) Is an annual inventory accomplished on CA/CRL accountable equipment and are CA/CRLs signed and dated within 15 workdays? (Ch 22, Para 22.29.2.10, Pt 13, Ch 8, Para 8.5.2.2)

A1.3.6. (B) Are FME Review List (1RB581) processed to list the items identified for deployment and are five copies provided to the custodian? (Ch 22, Para 22.65)

A1.3.7. (B) When notified of a deployment are procedures in Ch 22, Para 65 and PACAFI 23-206, Para10.2.5 complied with? (Ch 22, Para 22.65.4 and PACAFI 23-206)

A1.3.8. (B) **(#)** Is the custody receipt transfer document for deployed equipment filed in the custody receipt jacket file? (Ch 22, Para 22.67.1.1)

A1.3.9. (B) **(#)** Is the 1RB581 (FME Review List) processed 90 days prior to scheduled deployments or upon notification? Is a copy forwarded to PACAF/RSS? (Ch 22, Para 22.67.1.1.3)

A1.3.10. (B) (#) Is deployed equipment property accountability transferred to the gaining Logistics Readiness Squadron when the deployment is over 120 days? (Ch 22, Para 22.69)

A1.3.11. (B) Are Special Purpose Recoverables Authorized Maintenance (SPRAM) inventories conducted annually and a signed copy of the listing returned within 15 workdays? (Ch 22, Para 22.187.)

A1.4. CUSTOMER SERVICE (DEMAND PROCESSING) (AFMAN 23-110, Vol 2, Pt 2, Ch 11, 25, and 32) (B)

A1.4.1. (B) **(#)** Are immediate actions taken to re-input issue requests to effect issue of an item or establishment of a due-out resulting from a warehouse refusal after inventory and reverse-post actions have been completed? (Ch 11, Para 11.53)

A1.4.2. (B) Is a monthly and semiannual review of all Bench Stocks accomplished? (Ch 25, Para 25.23.1)

A1.4.3. (B) **(#)** Are personnel knowledgeable in post-post procedures? (Ch 32, Paras 32.4 and 32.5)

A1.5. CUSTOMER SERVICE (RECORDS MAINTENANCE) (AFMAN 23-110, Vol 2, Pt 2, Ch 2, 6, 19, and 27)

A1.5.1. (R/B) Are stock list changes received from AFMC process to make sure internal records are updated properly? (Ch 2, Para 2.62.3.1)

A1.5.2. (R/B) Are suspense files for inputs and follow-ups maintained to ensure prompt and accurate processing? (Ch 2, Para 2.62.3.4.1)

A1.5.3. (R/B) **(#)** Is the Standard Reporting Designator (SRD) validation conducted quarterly? (Ch 2, Para 2.62.3.11)

> A1.5.3.1. (R/B) (#) Are SRDs verified quarterly with maintenance (CAMS)? (Vol 2, Pt 2, Ch 6, Attach 6A-34)

A1.5.4. (R/B) **(#)** Is a current status of listings in AFMAN 23-110, Vol 2, Pt 2, Ch 2, Para 2.62.3.5 maintained? (Ch 2, Para 2.62.3.5)

A1.5.5. (R) **(#)** Is AF Form 86, Request for Cataloging Data/Action, being used for inactive/disposal items retained by supply identified by Numeric Parts Preference Code of (NPPC) 2 or 5? (Ch 19, Para 19.27.3.1.)

A1.5.6. (R) Is correspondence maintained to justify locally assigned ERRC designators? (Ch 27, Para 27.49.5.3)

A1.5.7. (R) Has the Stock Number User Directory Annual Reconciliation been completed? And if not, when is it scheduled? (Ch 27, Para 27.78.1)

A1.5.8. (R/B) **(#)** When records are frozen for more than three workdays, is there a statement annotated on the suspense notices with the reason for the delay? (Ch 27, Para 27.104.3)

A1.5.9. (B) Has a separate organization code and OCCR been established for each multiple use MRSP supporting different commands? (Ch 27, Para 27.143.4)

A1.6. RESOURCE MANAGEMENT (AFMAN 23-110, Vol 2, Pt 2, Ch 2, Ch 9, and 15 and Vol 2, Pt 10, Ch 1)

A1.6.1. (R) Has the funds management section coordinated and monitored the SMAG operation of category III/IIIA satellites to include the CSB program to make sure the satellites are complying with the Logistics Readiness Squadron Commander's distributed inventory ceilings and authorized maximum orders? (Ch 2, Para 2.23.2)

A1.6.2. (R) Are SMAG Operating Programs developed for submission to the major command and are required monthly GSD analysis reports prepared? (Ch 2, Para 2.23.3)

A1.6.3. (R) Is historical data compiled for trend analysis of the SMAG operation? (Ch 2, Para 2.23.4)

A1.6.4. (R) Do Funds Management personnel prepare and manage the operating budget for the RSS Commander responsibility center and cost centers? (Ch 2, Para 2.23.6 and PACAFI 23-206, Para 6.1.13)

A1.6.5. (B) Does the resource advisor monitor investment equipment purchases? (Ch 2, Para 2.23.7.1-4)

A1.6.6. (R/B) Does Funds Manager monitor specific reports and listings prescribed in Ch 2, Para 2.23.8 and Vol 2, Pt 10, Ch 1, Para 34? (Ch 2, Para 2.23.8 and Vol 2, Pt 10, Ch 1, Para 34.)

A1.6.7. (R) Is coordination being conducted between SMAG operating programs and base level OOB expense authority? (Ch 2, Para 2.23.13.2)

A1.6.8. (R) On non-reimbursable issues, is surveillance maintained on the impact of program generated non-reimbursable issues on the SMAG operating program 7? (Ch 2, Para 2.23.12)

A1.6.9. (R/B) Do personnel assist the FSO/OPLOC personnel in clearing reject/management notices with numerical phrases A001 through A999? (Ch 2, Para 2.23.13.14)

A1.6.10. (R) For Free Issues and Credit Code Y Turn-ins (D20)(Ch 2, Para 2.23.9): Does Funds Management review the Base Supply Surveillance Report (D20) to show the authority for free issues, credit turn-ins, and free shipments? (Pt 10, Ch 1, Attach B-9, Para B9.2. and Ch 15, Para 15.23.2.2)

A1.6.10.1. (B) Does Funds Management personnel receive two copies of the MILSTRIP Research List, RNB Follow-up Due In 30 Days and are necessary actions completed within ten workdays? (Ch 9, Para 9.105)

A1.6.11. (B) Does the Funds Management Liaison complete signatures on the document and forward to Document Control? (Ch 9, Para 9.107)

A1.6.12. (R) Does the Funds Manager return the original request to Stock Control (RSS) indicating approval or disapproval of the free shipment? (Ch 15, Para 15.23.2.3)

A1.6.13. (R) Have adjustments to the Material Acquisition Control Records (MACR) been coordinated with Stock Control (RSS) and the Logistics Readiness Squadron Commander? (Pt 10, Ch 1, Para 1.28.1)

A1.6.14. (R) Has the SMAG Manager annotated approval/disapproval on copy of AF Form 2005 for credit code "Y" turn-ins? (Pt 10, Ch 1, Para 1.23.1.2)

A1.6.15. (R) Is the MACR Factor Analysis Report (R45), along with the SMAG Stratification Program (M20), used in developing MACR factors if necessary? (Pt 10, Ch 1, Para 1.31.1)

A1.6.16. (R) Are all GLAs on the trial balance reviewed for abnormal balances or excessive update? (Pt 10, Ch 1, Attach C-1, Para C1.1.15)

A1.7. SYSTEMS MANAGEMENT (AFMAN 23-110, Vol 2, Part 2, Ch 2 and 7, Vol 2, and Part 4, Ch 3 and 15) Note: SATS questions is only applicable to those bases where SATS is installed.

A1.7.1. (B) Are SMART cards validated annually? (Pt 2, Ch 2, Para 2.24.2.13.3)

A1.7.2. (R) **(#)** Is the RPS/Remote Job Entry Terminal System (RJETS-II) teleprinter checked daily to ensure proper and successful completion of initialization, requisition date change, releveling, reject and management notices, inline/EOD restarts, end-of-night (EON) processing, and recoveries? (Pt 2, Ch 2, Para 2.27.18)

A1.7.3. (B) Is access needed to assign user and customer privileges restricted to the SATS Security Administrator? (23-220 Vol 2, Pt 2, Ch 2, Para 2.21.8 & 23-110, Vol 2, Pt 5, Ch 1, Para 1.2.4)

A1.7.3.1. (B) Are administrative functions such as maintaining the database, restoring files, initializing the RF network, and the SBSS SATS interface restricted to the SATS Administrator? (Pt 2, Ch 2, Para 2.21.7 and Vol 2, Pt 5, Ch 1, Para 1.3.6)

A1.7.4. (R) Does the RPS scheduler prepare and distribute a forecast of all computer requirements by the 10th workday of the month? (Pt 2, Ch 5, Para 5.3.3.1)

A1.7.5. (R/B) **(#)** Are copies of program changes, advance documentation, and difficulty report (DIREP) information being provided to the Procedures and Analysis Section, Accounting and Finance, and Satellite accounts if applicable? (Pt 4, Ch 2, Para 2.3.2)

A1.7.6. (R/B**) (#)** Does the terminal security manager conduct quarterly reviews of USER-IDs, authorizations and DISA 41's? (Pt 4, Ch 2, Para 2.21)

A1.7.6.1. Does the applicable Flight Chief sign the listing or form and return it to SBSS Terminal Security Manager? (Pt 4, Ch 2, Para 2.21.)

A1.7.6.2. (R/B) Does the SBSS Terminal Security Manager obtain all authorization signatures, make the required changes, and maintain the listing or form until the next review? (Pt 4, Ch 2, Para 2.21.)

A1.7.6.3. (R/B) Is a listing containing all signatures from DISA Form 41 or all DISA Form 41s submitted to the Management and Systems Flight Officer for new passwords between quarterly reviews? (Pt 4, Ch 2, Para 2.21.)

A1.7.7. (R) **(#)** Has a schedule been established for requirement's computation, follow-up, and file status? (Pt 4, Ch 2, Para 2.62)

A1.7.8. (R/B) **(#)** Have all means of research and normal SBSS inputs been accomplished before altering or deleting records using Forced Record Alteration (FIX) program NGV299? (Pt 4, Ch 3, Para 3.27)

A1.7.8.1. (R/B) Is a BEFORE and AFTER image printed for each record altered or deleted? (Pt 4, Ch 3, Para 3.29)

A1.7.8.2. (R/B) Are all copies of the FIX document annotated with an explanation of why an alteration was made and did the Management and Systems officer, RSS/CC, or LRS/CC sign the statement? (Pt 4, Ch 3, Para 3.29)

A1.7.9. (R) **(#)** Are the following linkage checks processed at the prescribed frequency? (Pt 2, Ch 7, Attach 7F-1(R742 management notice) (Pt 4, Ch 2, Sec. 2O, and Pt 4, Ch 3, Paras 3.25, 3.41, and 3.44)

VERIFY/GV-x Weekly

VERIFY/CTHx Weekly

NDA500 Each crossover on Secondary DB & Weekly for ALL areas on Primary DB

VERIFY/CALCx 7 days prior to EOM or EOQ and/or Bimonthly (Every 2 Months)

VERIFY/CALC-CTHx 7 days prior to EOM or EOQ and/or Bimonthly (Every 2 Months)

NGV024 Monthly

NGV027 Weekly

A1.7.10. (R) **(#)** Is the Supply Interface System (SIFS) monitor, ensuring the integrity of the SIFS databases, database save (1RU), recovery actions, and SIFS release load processing are accomplished on a daily basis? (Pt 4, Ch 4, Para 4.5)

A1.7.11. (R) Is the SIFS monitor coordinating with the local database manager at the Defense Mega Center (DMC) to ensure SIFS user files loaded to the SIFS Control Records are not deleted during various disk management functions? (Pt 4, Ch 4, Para 4.5)

A1.7.12. (R/B) Are program jacket files maintained for each local recurring program and does each file contain run instructions for the program? (Pt 4, Ch 15, Para 15.2.)

A1.8. SYSTEMS MANAGEMENT (MICROCOMPUTERS) (AFMAN 23-110, Vol 2, Pt 2, Ch 2 and Vol 2, Pt 5, Ch 1) (R/B)

A1.8.1. (R/B) Does the appointed individual act as the single point of contact for supply microcomputer management? (Ch 2, Para 2.22.4.1)

A1.8.1.1. (R/B) Is the responsible individual installing all microcomputer hardware and software within the squadron? (Ch 2, Para 2.22.4.3)

A1.8.2. (R/B) Does the Microcomputers Element monitor all supply microcomputer projects whether downward or laterally directed? (Ch 2, Para 2.22.4.5.)

A1.8.3. (R/B) Does the Microcomputers Element maintain the master library of microcomputer programs? (Ch 2, Para 2.22.4.7.)

A1.8.4. (R/B) Does the Microcomputer Element conduct a microcomputer user's group program with the squadron? (Ch 2, Para 2.22.4.9.)

A1.8.5. (B) **(#)** Is data on the SATS server saved/backed-up at least once daily to ensure the proper audit trail is maintained? (Vol 2, Pt 5, Ch 1 and PACAF Sup 1 Para 1.3.8.1)

A1.9. SYSTEMS MANAGEMENT (POST-POST OPERATIONS) (AFMAN 23-110, Vol 2, Pt 2, Ch 32, and PACAF Sup 1)

A1.9.1. (R/B) **(#)** Does the Logistics Readiness Squadron have documented procedures for conducting post-post operations? (Ch 32, PACAF Sup 1)

A1.10. SQUADRON TRAINING (AFMAN 23-110, Vol 2, Pt 2, Ch 2 and AFI 36-2201, Vol 3, Ch 3)

A1.10.1. (R/B) Is the Training Section monitoring training requirements according to AFI 36-2201? (Ch 2, Para 2.55)

A1.10.2. (R/B) Does the Training Section work with the Computer Operations Section to schedule time for terminal operators (those not assigned to the Computer Operations Section) to receive proficiency training? (Ch 2, Para 2.55.4.1)

A1.10.3. (B) Does the Training Section notify organizations of training schedules? (Ch 2, Para 2.57.3.2)

A1.10.4. (B) Does the Training Section keep attendance records by training block to show number of people trained? (Ch 2, Para 2.57.3.4)

A1.10.5. (B) Does the Training Section ensure supply personnel assigned to Materiel Control and other activities and tenants outside the supply organization receive OJT and proficiency training? (Ch 2, Para 2.57.3.5)

A1.10.6. (R/B) (#) Are supervisors conducting and documenting initial evaluations within the first 60 days of assignment to determine the current knowledge level of, and to brief, trainees? (AFI 36-2201, Vol 3, Ch 3, Para 4.3.7)

A1.10.7. (R/B) (#) Are trainers and certifiers designated in writing and do they meet all requirements? (AFI 36-2201, Vol 3, Ch 4, Para 4.3.8, Ch 6, Paras 6.2 and 6.3)

A1.10.8. (R/B) (#) Does each work center have a Master Task Listing to ensure 100 percent task coverage of skill level upgrade and duty requirements? (AFI 36-2201, Vol 3, Ch 4, Para 4.3.9, Ch 5, Para 5.2.1.9, and Ch 6, Para 6.1.2.)

A1.11. PROCEDURES AND ACCOUNTABILITY (PROCEDURES) (AFMAN 23-110, Vol 2, Pt 2, Ch 2 and Vol 2, Pt 5, Ch 1) (R/B)

A1.11.1. (R/B) **(#)** Are internal surveillances conducted on all Supply functions within the LRS, except Fuels and the Squadron Section, at least once a year? (Ch 2, Para 2.36.2.)

A1.11.2. (R/B) Does the surveillance written report include all identified deficiencies, their main causes, recommended changes, and identify repeat discrepancies and the source of the original discrepancy? (Ch 2, Para 2.36.6.)

A1.11.3. (R/B) Do replies to the surveillance report contain all corrective and preventative actions taken and/or planned, indicate whether a discrepancy is closed or open, and contain estimated completion date? (Ch 2, Para 2.36.7.)

A1.11.4. (R/B) **(#)** Are supplementary directives to AFMAN 23-110, Vol 2, Parts 1 through 13 developed, coordinated, and submitted for publication? (Ch 2, Para 2.37.2.)

A1.11.5. (R/B) Are locally assigned exception codes and phrase records supplemented to the appropriate chapters of AFMAN 23-110, Vol. II, Pt Two? (Ch 2, Para 2.38.1)

A1.11.6. (B) Is the supply portion of joint tenancy agreements prepared and is an active file 2 of agreements that require supply/support action maintained? (Ch 2, Para 2.39.2)

A1.11.7. (R/B) Is the effectiveness of the reject program periodically reviewed? (Para 2.42.2)

A1.11.8. (B) **(#)** Is the SDR program being evaluated? (Ch 2, Para 2.43.3)

A1.11.9. (B) Are copies of all incoming shipment discrepancy reports kept and is corrective action taken to prevent discrepancies from recurring? (Ch 2, Para 2.43.3)

A1.11.10. (B) Have operating instructions for "after-hours" support been developed and implemented?

(Ch 2, Para 2.45.)

A1.11.11. (R) **(#)** Does Procedures work closely with the SBSS systems monitor to ensure aggressive action is taken to resolve all Supply Interface System (SIFS) errors? (Ch 2, Para 2.46.1.2.)

A1.11.12. (B/R) (#) Do analysis finding include the source of information, action taken during the analysis, details of inconsistencies, deviations from standard practices and suspected causes of the problem? (Ch 2, Para 2.52.4)

A1.11.13. Has a local operating instruction or supplement documenting SATS responsibilities of each section been developed? (Vol 2, Pt 5, Ch 1, Para 1.3.7 and PACAF Sup 1 to Vol 2, Pt 5)

A1.12. PROCEDURES AND ACCOUNTABILITY (**ANALYSIS)** (AFMAN 23-110, Vol 2, Pt 2, Ch 2 and Vol 2, Pt 5, Ch 1)(R/B)

A1.12.1. (R/B) **(#)** Does the Analysis Section obtain and analyze statistical data to determine the effectiveness of the Supply account? (Ch 2, Para 2.50.2.)

A1.12.2. (B) Is an analysis of incoming RODs conducted semiannually? (Ch 2, Para 20.50.4)

A1.12.3. (B) Is an analysis of customer complaints or problems conducted at least semiannually? (Ch 2, Para 2.50.6)

A1.12.4. (R/B) Are "How Goes It" briefings used to present the results of statistical and deficiency analysis, describe the status of ongoing analyses, and identify projected new analysis requirements? (Ch 2, Para 2.50.9)

A1.12.5. (R/B) Is final documentation forwarded to the LRS/CC, affected flight chiefs, and Procedures Element for subsequent action? (Ch 2, Para 2.50.11.)

A1.12.6. (B) **(#)** Does Analysis conduct an annual SATS analysis to determine effectiveness, and recommend corrective action when needed? (Only for those bases with SATS installed) (AFMAN 23-110, Vol 2, Pt 5, Ch 1 and PACAF Sup 1)

A1.13. PROCEDURES AND ACCOUNTABILITY (INVENTORY) (AFMAN 23-110, Vol. 2, Pt 2, Ch 20)

A1.13.1. (B) Are inventories performed in correct cycles for various item categories (i.e. weapons and classified inventories semi-annually)? (Ch 20, Para 20.5)

A1.13.2. (B) Are items added to the critical item management system inventoried within 5 days after the Inventory Section receives 1GP output document? (Ch 20, Para 20.5.4.1)

A1.13.2.1. (B) Are items that have been upgraded with controlled item code inventoried? (Ch 20, Paras 20.5.4.3. and 20.18)

A1.13.3. (B)**(#)** Does the inventory schedule have all categories of assets scheduled for inventory during the fiscal year? (Ch 20, Para 20.7.2)

A1.13.4. (B)**(#)** Are classified commodities or assets properly managed and inventoried at required intervals? (Ch 20, Para 20.15 and AFM 23-110, Vol I, Pt One, Ch 6)

A1.13.5. (B)**(#)** Are inventory discrepancies analyzed to determine causes and recommend corrective action? (Ch 20, Para 20.14)

A1.13.6. (B) Do all unresolved discrepancies that meet the criteria for further research have a DD Form 200 (Report of Survey) with a control number assigned to support the IAD? (Ch 20, Para 20.12.2)

A1.13.7. (B)**(#)** Is an analysis of inventory adjustments and discrepancies performed at least semiannually? (Ch 20, Para 20.14.2.2)

A1.13.8. (B) Are item record Date of Last Inventory (DOLI) fields validated to insure all assets are inventoried at least annually? (Ch 20, Para 20.33)

A1.14. PROCEDURES AND ACCOUNTABILITY (DOCUMENT CONTROL) (AFMAN 23-110, Vol 2, Pt 2, Ch 18 and 21, and Vol 1, Pt 2, Ch 1)

A1.14.1. (B) **(#)** Do personnel other than those assigned to Document Control have access to document control files, and is such access authorized in writing by the Document Control Supervisor and a copy of the approval maintained in Document Control? (Ch 18, Para 18.3.4)

A1.14.2. (B) **(#)** Is Document Control effectively performing final quality control & validation of documents prior to placing them in the file or destroying them? (Ch 18, Para 18.9.)

A1.14.3. (B) **(#)** Are "528" rejects cleared within 10 days? (Ch 18, Para 18.11.2)

A1.14.4. (B) **(#)** After reverse post inputs have been prepared, are the source document and DCC record filed together in a reverse post suspense file? (Ch 18, Para 18.13.1.2)

A1.14.5. (B) **(#)** After reverse post actions are completed, are the erroneous source document and reverse-post document attached together and placed in file? (Ch 18, Para 18.13.1.5)

A1.14.6. (B) Are the DCR suspense files & the document process files screened daily to determine delinquent documents? (Ch 18, Para 18.15.4)

A1.14.7. (B) Has necessary research been afforded for those source documents appearing on three consecutive delinquent document listings? Has a new source document been prepared when research has been unsuccessful? (Ch 18, Para 18.15.7)

A1.14.8. (B) Is a replacement document created with a certificate of lost document stamped or typed on the Document Control copy when the following conditions exist? A signed copy of 1, 2, 3, or 4 from the original set or a reproduction of the signed copy 1, 2, 3, or 4 of the original set cannot be found. (Ch 18, Para 18.15.7.3)

A1.14.9. (B) Have discrepancies in receipts documented with SF 364/ SF 361 with an extended dollar value over $1000 been filed with the receiving documents? (Ch 18, Para 18.16.4.4)

A1.14.10. (B) **(#)** Do original Record Forced Change Output (FIX) documents have the reason annotated for altering the file, and are they signed by the M & S officer or LRS/CC? (Ch 18, Para 18.16.6.1)

A1.14.11. (B) **(#)** Is the original copy of all "FIX" documents put in permanent document files, in serial number order, marked "RECORD ALTERATIONS"? (Ch 18, Para 18.16.6.2)

A1.14.12. (B) **(#)** Is the Consolidated Inventory Adjustment Register Report (M-10) used to verify the accuracy of the RECORD ALTERATIONS file? (Ch 18, Para 18.16.6.3)

A1.14.13. (B) Is the original local purchase receipt (DD Form 1348-1, copy 1) being retained on file for at least 6 years and 3 months to meet legal requirements? (Ch 18, Para 18.16.7.6)

A1.14.14. (B) **(#)** Is the weapons inventory listing filed in Document Control for two years? (Ch 18, Para 18.17.7)

A1.14.15. (B) Is the original copy of the M16/NGV854 Shipment Loss Analysis retained in Document Control by fiscal year? (Ch 18, Para 18.17.8)

A1.14.16. (B) **(#)** Does Document Control maintain a separate file of individuals authorized to receive classified property? (Ch 18, Para 18.21.4.1)

A1.14.17. (B) **(#)** Are letters of receipt authorization for classified property re-accomplished by organizations every June and December? (Ch 18, Para 18.21.4.6)

A1.14.18. (B) Does Document Control maintain the shipment suspense records (SSC) file and process it against the DD 1348-1A? (Ch 18, Para 18.24.4)

A1.14.19. (B) Is the R-40 Delinquent Shipment Listing processed bi-weekly (or weekly if using SBSS/CMOS interface) and is coordination with outbound section accomplished to provide necessary transportation dates? (Ch 18, Para 18.27.2)

A1.14.20. (B) Is aggressive action taken by Document Control to insure the R40 is sent to outbound section, so transportation data may be obtained to update the SSC detail to avoid delinquent situations? (Ch 18, Para 18.27.4.1)

A1.14.21. (B)(#) Are COMSEC semiannual reconciliations done on the 15th of March and 15th of September? (Ch 21, Para 21.186.1)

A1.14.22. (B)(#) Are COMSEC reject records corrected and transmitted within 5 calendar days of receipt of the reject? (Ch 21, Para 21.187.2)

A1.14.23. (B) Is a certificate of transfer from the old Logistics Readiness Squadron Commander to the new on file and supported by proper documentation? (Vol 1, Pt 2, Ch 1, Para 1.7)